

# STUDENT HANDBOOK

**2016-2017**



**Bergen Arts & Science Charter School**

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<http://bergencharter.ilearnschools.org>

Dear Students,

Welcome to the 2016-2017 school year at Bergen Arts and Science Charter School! This new school year means a new beginning, and new futures. The administrative team is excited about this coming school year, and the staff at Bergen Arts and Science Charter School is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. The mission of the Bergen Arts and Science Charter School is to create a partnership among the members of this triad. Each of us is responsible for doing his or her part to make our school a place where we can all work and strive together in harmony.

Bergen Arts and Science Charter School is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire Bergen Arts and Science Charter School staff and community, best wishes for a great 2016-2017 school year!

Sincerely,

Bergen Arts and Science Charter School

## SCHOOL MISSION

Bergen Arts & Science Charter Schools' mission is to provide the ideal environment for the intellectual and social development of its students by utilizing a combined effort of students, educators, families, and the community as a whole.

Because of the nature of its mission, Bergen-ASCS does not discriminate against any member of its community on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

### **BERGEN ARTS AND SCIENCE CHARTER SCHOOL STUDENTS RIGHTS AND RESPONSIBILITIES**

#### STUDENTS' RIGHTS

- To feel safe in the school environment;
- To take full advantage of the learning opportunities;
- To work in an environment free from disruptions, and chaos;
- To express their opinions, ideas, thoughts, and concerns;
- To have a healthy environment that is smoke, alcohol, and drug free;
- To use school resources and facilities for self-betterment under appropriate supervision;
- To expect courtesy, fairness, and respect from all members of the community;
- To be informed of all expectations and responsibilities;
- To take part in a variety of school activities; and
- To have the right to due process;

#### STUDENTS' RESPONSIBILITIES

- To be caring and honest;
- To do his or her best to learn and master all he or she can;
- To respect school rules, regulations, and policies;
- To be sure that personal expression does not interfere with the rights of others;
- To follow state law and school policies concerning substance abuse;
- To respect and protect the personal and property rights of others and of the school;
- To treat all members of the community with full respect, fairness, and courtesy;
- To abide by all the expectations of the school and its community;
- To follow the prescribed guidelines for participation in school activities; and
- To adhere to due process procedures.

# School Culture

## Bergen ASCS Core Values

### **Purpose**

To protect the social-emotional and moral health of students, Bergen ASCS has proactively established Core Values, outlined below, to promote actions that are representative of productive, honest citizens from each of its students.

Positive behaviors and demonstrations of good character will be anchored and evaluated by the iLearn Schools' core values: **Honesty, Integrity, Respect, Community, Compassion, and Excellence.**

## Description Core Values

**Honesty** - We tell the truth and admit wrongdoing. We are trustworthy and act with integrity.

**Integrity** - We exhibit integrity by doing what is right. We are role models for other students by carrying ourselves with dignity.

**Respect** - We show high regard for our teachers, our classmates and ourselves. We treat others as I would want to be treated. We understand that all people have value as human beings and we respect differences and embrace others' perspectives.

**Community** - We demonstrate pride in our school. We offer assistance to our fellow classmates and teachers. We are a family.

**Compassion** - We are compassionate through both word and deed. We care deeply about others and respect differences of opinions. We are kind and show empathy towards our classmates and teachers.

**Excellence** - We strive for excellence by exemplifying positive leadership, responsibility and organization, and a consistent positive attitude

## Discipline Point System (DPS)

Bergen ASCS are expected to live by the Core Values of **Honesty, Integrity, respect, Community, Compassion, and Excellence.** Students will learn to uphold these values.

Along with the established disciplinary procedure, BERGEN-ASCS will enforce a Discipline Point System (DPS) in which students will be given points for acceptable and/or unacceptable behavior. Each teacher and staff must use this system and the Administration has the discretion to implement certain consequences for students who have earned points above a set limit. Parents will be notified about the consequences associated with the behavior.

### **Rules of Discipline Point System**

1. Every unwanted behavior has a numerical point.
2. Every teacher is required to mention our DPS system in his/her syllabus and use it.
3. Teachers will be allowed to only to report one merit or demerit incident per class period. The teacher shall fill out a Discipline Referral Form if the same case continues, and contact an Administrator.
4. An accrument of 30 points or more within a year period may result in attending detention.
5. Students required to attend any detention must or obey rules of conduct. Students may receive more DPS points, however for an unwilling behavior.
6. Failing to attend any detention without any confirmed excuse may result in further consequences.
7. An accrument of 50 points or more within a school year may result in a parent conference and further actions in attempt to reduce points. Ex: detentions, suspension, and other remedial actions.
8. An accrument of 75 points or more within a school year may result in a suspension and a corrective action plan.
9. An accrument of 100 points or more within a year period may result in expulsion.

### **Bergen-ASCS Core Value Record**

Each student will have a Core Value record where parents can access this record on our school's database and iLemis application. The following table describes the discipline points that can be added to the CORE VALUE record.

<b>Honesty</b>	Positive <ul style="list-style-type: none"> <li>· Admit to your actions</li> <li>· Explain how a situation really happened</li> <li>· Encouraging others to be honest</li> </ul>	Negative <ul style="list-style-type: none"> <li>· Lying</li> <li>· Spreading rumors</li> <li>· Stealing</li> </ul>
<b>Integrity</b>	Positive <ul style="list-style-type: none"> <li>· Doing the right thing when no one is watching</li> <li>· Student alerts teachers/administrators about unsafe situations</li> <li>· Student fails an assignment and actively seeks out support</li> <li>· Student seeks additional instructional support</li> <li>· Being team player</li> <li>· Sharing recognition</li> </ul>	Negative <ul style="list-style-type: none"> <li>· Cheating/plagiarism</li> <li>· Allows others to copy work</li> <li>· Cutting class</li> <li>· Being where they are not supposed to</li> <li>· Inappropriate use of technology</li> </ul>
<b>Respect</b>	Positive <ul style="list-style-type: none"> <li>· Shows kindness and courtesy</li> <li>· Respects differences</li> <li>· Embraces other's perspectives</li> </ul>	Negative <ul style="list-style-type: none"> <li>· Disrespect to staff member</li> <li>· Disrespect to fellow classmate</li> <li>· Inappropriate language/cursing</li> </ul>
<b>Community</b>	Positive <ul style="list-style-type: none"> <li>· Helps maintain cleanliness and aesthetics of the school</li> <li>· Demonstrating pride in your school</li> <li>· Student offers assistance to classmate</li> <li>· Student volunteers to assist staff and/or school events</li> </ul>	Negative <ul style="list-style-type: none"> <li>· Destruction of school property</li> <li>· Destruction of individual property</li> <li>· Failure to follow instructions during emergency drill</li> <li>· Dress code violation</li> </ul>
<b>Compassion</b>	Positive <ul style="list-style-type: none"> <li>· Displays random acts of kindness</li> <li>· Shows empathy towards others</li> <li>· Expresses gratitude</li> </ul>	Negative <ul style="list-style-type: none"> <li>· Refuses to apologize</li> <li>· Hurts someone's feelings</li> <li>· Student makes decision without taken other's input in consideration</li> </ul>
<b>Excellence</b>	Positive <ul style="list-style-type: none"> <li>· Exemplifying positive leadership</li> <li>· Exemplifying responsibility and organization</li> <li>· Consistent positive attitude</li> </ul>	Negative <ul style="list-style-type: none"> <li>· Failure to work effectively in a group setting</li> <li>· Unexcused tardy to class</li> <li>· Unprepared to class</li> </ul>

## GRADING POLICIES

### REPORT CARDS and PROGRESS REPORTS

All students will be assigned a progress report grade in all classes at the end of the designated progress report period. All progress reports will be sent home with the student. All students

will be assigned a report card grade in all classes at the end of every 9 week (Quarter) reporting period within a semester.

The school is responsible for printing and issuing progress reports and report cards in a timely fashion.

It is the parent's responsibility to call & request a report from the front office if it was not received on time.

It is the parent's responsibility to ensure that students submit their homework on time. You may also get online information about your child's progress by logging onto our website at <http://Bergencharter.njascs.org/>

BERGEN-ASCS is dedicated to excellence in education, and we strive to create a caring and efficient communication between homes and school.

All classes 2<sup>ND</sup> TO 5<sup>TH</sup> GRADE, except for Kindergarten and First Grade, at BERGEN-ASCS will follow this standard scale for assigning letter grades for each nine week reporting period. Teachers will establish the grading policies and procedures for their classes individually, and their grades will correspond to this scale.

<b>A</b>	<b>90 - 100</b>
<b>B</b>	<b>80 - 89</b>
<b>C</b>	<b>70 - 79</b>
<b>F</b>	<b>0 - 69</b>

### **GRADING SCALE**

All 6<sup>TH</sup> TO 8<sup>TH</sup> GRADE classes at BASCS will follow this standard scale for assigning letter grades for each nine-week reporting period. Teachers will establish the grading policies and procedures for their classes individually, and their grades will correspond to this scale.

A+	A	A-	B+	B	B-	C+	C	C-	F
97-100	93-96	90-92	87-89	83-86	80-82	77-79	73-76	70-72	64-0

### **GRADE PROMOTION POLICY**

#### **Kindergarten:**

Retention can be strongly encouraged based on the students reading level and report card grades. At the end of Kindergarten, students should be at reading level "D." Students who are at reading level "B" or below and have "N" in both reading and mathematics should be encouraged for retention.

#### **First grade:**

A “three point” criteria for promotion to second grade: At least two points of the three points must be met in order to avoid retention.

1. Reading Level: at least level “G” (two levels below first grade end of year benchmark of “I”).
2. Final Mathematics or English Language Arts grade at an: “I” or above (I = in progress towards achieving a standard).
3. Final exam grade in Mathematics or English Language Arts: 70% or above.

### **Second to Eight Grade:**

Starting second grade, promotion from one grade to another in BERGEN-ASCS shall be based on the following criteria:

1. A student who has not maintained a grade average for a school year equivalent to at least 70 on a scale of 100 may not be advanced from one grade level to the next.
2. A student must maintain a yearly average of 70 in Reading/Language Arts
3. A student must maintain a yearly average of 70 in Mathematics
4. A student must maintain a yearly average of 70 in Social Studies
5. A student must maintain a yearly average of 70 in Science.
6. A student must attend at least 91% (164 days) of the classes throughout the year in order to be promoted to the next grade level. More than 18 absences within one school year will result in failing. There will be no make-up exam for unexcused absences.

## **SCHOOL POLICIES**

### **INTRODUCTION**

To achieve our mission, every member of the Bergen Arts and Science Charter School community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a “Student” Handbook, it is written to/and for you. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

### **SCHOOL CALENDAR**



Calendar is accessible to all parents, guardians, and students on the school's website. If you would like a copy of the calendar, please feel free to stop by the main office.

## **COUNSELING SERVICES**

BERGEN-ASCS has professional staff members who are available to help students regarding problems that they may be experiencing at school or home.

## **UNIFORM AND PERSONAL APPEARANCE**

BERGEN-ASCS has a uniform to help create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Most of the uniform items can be purchased from the companies suggested by the school.

- **If you arrive at school out of uniform, your parents will be called.**
- **You will be kept out of classes until you are dressed appropriately and all class time you miss will count as an unexcused absence.**
- **The staff reserves the right to determine and restrict unbecoming styles. If a student is dressed or groomed inappropriately, parents may be called to bring a change of clothes. Violations of the dress guidelines will result in incremental disciplinary action.**

### **OFFICIAL UNIFORM:**

#### **Uniform Top for All Students (With School Logo)**

- Polo School Shirt with Short or Long Sleeves
- Fleece Jacket
- Sweatshirt

#### **Uniform Pants**

- Properly fitting khaki or black pants
- No jeans except when given explicit permission
- Khaki shorts are permitted only in the last few weeks of school which will be determined by the school administrator.

#### **PE Uniform (With School Logo)**

- Sweat Pants or Shorts ( No higher than knee cap level)
- School Gym T-Shirts

#### **Footwear**

- Shoes: Brown or Blacked lace-up shoes or loafers (closed toe, closed heel)
- No sandals, flip flops or mules
- Sneakers (white or black): Only PE days and when given explicit permission
- All shoes & sneakers should have backs or secure straps on shoe for safety
- Boots: Are only permitted during harsh weather condition such as snow or rain.

## STUDENTS WILL NOT PARTICIPATE IN GYM ACTIVITIES IF NOT PREPARED WITH PE UNIFORM!

*For the 2016-2017 school year all uniform items can be purchased from YNK Store.*

### ADDITIONAL DRESS CODE REQUIREMENTS AND LIMITATIONS

In addition to making sure you are wearing the school uniform, BERGEN-ASCS requires that you follow these additional guidelines in terms of uniform appearance and personal appearance. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. BERGEN-ASCS prohibits any clothing or grooming that, in the administration's judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations. The uniform policy is intended to promote a more effective learning climate; foster school unity and pride; improve student performance; foster self-esteem; eliminate label competition; simplify dressing and minimize costs to parents; teach children appropriate dress and decorum in their "work" place; and help to improve student conduct and discipline.

The dress code listed below will encourage young people to maintain good standards of dress as well as allow for comfort, safety, and personal preference in their dress. Coats are not to be worn inside classroom and hallways and they must be stored in lockers.

#### Uniform Top:

- Shirt must be in good condition. Free from holes and tears.
- Students are encouraged to tuck in regular uniform shirt at all times.
- Shirt collars and sleeves must remain down.

#### Uniform Bottoms:

Must fit properly

- May not be baggy or tight
- May not sag
- May not have a low waist

Not permitted

- No pants, shirts, shorts, or skirts that is anatomically revealing or tight
- No jackets, sweatshirts, or sweaters will be worn around the waist
- No shorts shorter than knee cap level
- No cargo style
- No pedal pushers

**For safety: All shoes must be trapped and/or tied. All shoes must have closed toe and heel.**

#### General Guidelines

- BERGEN-ASCS prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene; advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.
- Hair must be neatly groomed at all times. It should be worn in a manner that is not a distraction to the student or others around him or her (this includes Mohawks, dyeing, highlighting or other extreme haircuts).

- Boys' hair length may not touch the top of the shirt or jacket collar except for closely cut hair.
- **PE uniforms are permitted only on PE days.**
- **Coats, jackets, and items not meeting dress code must be stored in lockers/classrooms.**
- No jewelry shall be displayed or visible, except earrings for female students.
- **All female students: No hoop earrings** of any kind. Post earrings ONLY. No Make-up. No tattoos; body piercings; body writings; sunglasses; pajamas; wallets with long chains; hats; caps; bandannas; and other headgear allowed.

**Dress Code on Dress Up or Dress Down Days:** All general dress code rules apply. Garments must be free of holes, tears, inappropriate language, logos, messages or advertising. No sleeveless, skintight, bicycle legging, short dresses or skirts. No low cut, midriff, backless blouses. Parents will be called to pick up a child if students violate the dress code.

## **HOMWORK POLICY**

Homework is an essential part of your success at BERGEN-ASCS. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments **the teacher's record is final**. If you or your parents have questions about homework, immediately contact the teacher who assigned it. Teacher's contact information is available at our website.

## **EXAMINATION PROCEDURES**

At BERGEN-ASCS, formal examinations fulfill an important function in the assessment of each student's academic performance. As external examinations (PARCC, NJASK) are used on a state-wide basis as measures of student performance, students at BERGEN-ASCS are exposed to formal examinations not only for the purposes of assessment but also for experience in examination conduct, procedure and technique.

Consequently, the school has in place a "Code of Conduct" pertaining to examinations.

- Students are to remain silent during all examinations.
- Under no circumstances are students permitted to distract other students during examinations.
- Students must leave school bags at the front of class or in their lockers during examinations.
- Students are not permitted to take any paper, including worksheets, into the exam room.
- Students are not permitted to remove any paper, including the question paper, from the exam room.
- Students must bring requested equipment and supplies for each exam.
- Students are not to be late for examinations and will NOT be permitted to leave early.
- Latecomers will not be granted extra time to complete the exam.
- Students who are absent from any examination are required to present themselves to the subject teacher immediately upon their return to school.

All exams must be made up within 3 days of absence; however, the student must present a reasonable excuse to be eligible for a make-up exam or project.

**Any student that disrupts the class during testing will be issued serious consequences.**

**ANY STUDENT FOUND TO BE CHEATING DURING EXAMINATIONS AND/OR DETERMINED TO HAVE CHEATED WILL RECEIVE A ZERO AND THEIR PARENTS WILL BE NOTIFIED. DISCIPLINARY ACTION MAY BE TAKEN BY EITHER THE SUBJECT TEACHER OR BY A SCHOOL ADMINISTRATOR. SEE THE CHEAT/PLAGIARIZE POLICY.**

### **ILLNESS, INJURY, AND MEDICATION POLICIES**

BERGEN-ASCS will have a school nurse or first-aid-trained-person available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance with the nurse.

#### **Illness or Injury During the School Day**

- Please follow these three rules if you become ill or are injured during the school day.
- Report to the nurse's office. If the nurse is not available, you should report to the Main Office.
- If you do not inform the office and simply miss class, it is an unexcused absence as well a cut class.
- Do not leave the building without permission. Always report to the main office.

#### **Medication Policy**

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be:
  - sent directly from the pharmacy or physician's office;
  - brought to the school by the student's parent/guardian.

The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.

On the medication container, the following information must be clearly printed:

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken.
- Bring in only the amount of medication that is needed for a school day.
- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month.
- Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the nurse's office.

**Students are not allowed to carry any medication with them to school. Aspirin, Tylenol, and other patent drugs are not available from BERGEN-ASCS.**

#### **Head Lice Policy**

BERGEN-ASCS follows the No - Nit Policy. When head lice are positively identified the students parent/guardian will be notified to pick student up immediately. The student and

parent/guardian will need to check in at the office to have student re-examined. At the time of the repeat examination if there are nits still visible the student will not be allowed to remain in school.

## LIBRARY

The resources of the library are available to support and enhance students' understanding and to encourage students to become independent, life-long learners.

## LOCKERS

Each student will be assigned a locker for his/her individual use. This locker is for storing books, coats, and personal items necessary for school. The lockers should not be used to store valuable items. BERGEN-ASCS will not be liable for personal items left in the lockers or brought to school with you. To keep your school items safe, we strongly advise you to keep your locker and its combination private. **Do not trade lockers with another student. Do not let another student share your locker. Use only the locker assigned to you. It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage or vandalism of your locker to the front office. If you do not report vandalism or damage you will be held responsible for it.** Lockers and locker areas are expected to be kept neat at all times. No items considered dangerous by the administration may be kept in the lockers and will be removed if found there. State law permits inspection of student lockers, at the discretion of local school officials. Students attending BERGEN-ASCS should not expect privacy of the contents of their lockers, desks, or other school property.

## LOST AND FOUND

If you find books, clothing or personal items on the school grounds, please bring these items to the office. If you lose something, check the Lost and Found. These items will be kept in Lost and Found Box for up to **seven (7) days** after they have been found. Students should ensure that all their books, uniform and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced. **Please label all personal belongings with your name!**

## LUNCH PERIODS

All students will remain at school during the lunch period. You may buy your lunch at school, or you may bring a packed lunch. If you have a special situation, you will need to meet with the Lead Person. During the lunch period, you will be expected to display good manners and courtesy. **You must eat your lunch only in the lunch area.** You will be expected to clear your place and dispose of all trash and recyclables appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior. Students who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

### Cafeteria Conduct

- Dispose of plates and utensils in appropriate bins.
- Keep tables, seats, and floors clean.
- Talk in a normal voice (classroom voice). Do not shout.
- Keep cafeteria lines orderly: no pushing, running, horse playing or cutting of lines.
- No loitering in the cafeteria and hallways during lunch. Be seated unless otherwise instructed.

- Keep hands, feet, personal belongings and food to yourself.
- No backpacks or books are allowed in the lunch area.
- Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.
- Appropriate language is to be used at all times.
- Ordering food from outside without an approval from the administration is not allowed.

### **PUBLIC AREAS: HALLWAYS, STAIRWAYS, CAFETERIA, AND LAVATORIES**

Hallways, stairways, cafeteria, and lavatories are areas used by all members of BERGEN-ASCS. There are rules of conduct that all students must follow because we all use these areas.

- No loitering in the halls, lunchroom or lavatories.
- No eating in halls or lavatories.
- No running in the halls, lunchroom or lavatories.
- Do not use any profane or vulgar language while in these areas.
- Do not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- No vandalizing (including the use of graffiti), post fliers or write on walls, bulletin boards, doors, desks, books, or any other school property.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside of or on top of your locker.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office immediately.
- Do not horseplay, push, trip or wrestle.

Students are not permitted in the halls during class periods and lunch hours unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

### **RESTRICTED AREAS**

After arrival at school, students may not leave the building for ANY reason without written permission of the administrator or being accompanied by a teacher.

- Students may not use a classroom without the permission of a teacher.
- Students may not use or remove any item from a teacher's desk.
- The laboratories are out of bounds unless a teacher is present.
- The playground of the school is off limits except when permission is given.
- Construction areas are out of bounds.
- The aforementioned rules apply to students at all times.
- Teachers on duty have the authority and discretion to correct any pupil and submit disciplinary referrals to the office.

### **SCHOOL ACTIVITIES**

BERGEN-ASCS will offer a range of activities that will enrich student learning during the school day and after school. Specific rules will apply to these activities to ensure the safety of our students.

#### **Field Trips**

Field Trips offer exciting ways to learn. BERGEN-ASCS students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- Student must bring a permission slip signed by parents/guardian to school by the specified date.
- No phone calls will be accepted as permission.
- Student must wear your school uniform unless otherwise specified.
- Students must abide by BERGEN-ASCS codes of student conduct while on the field trip.
- No money will be refunded if a student does not participate in the planned trip without a confirmed excuse.
- **Any student in excess of specified demerit points the school administrators may be refrained from attending field trips and/or school activities.**
- **Students with a failing grade or those that are missing critical assignments may be refrained from attending as well.**

### **After-School Activities**

Students have the opportunity to enhance and deepen their knowledge of certain activities or subjects by attending after-school activities.

Parents will receive an application form in order to register your child for a club. This will give you and your child the opportunity to explore the clubs that are available. Once the registration deadline has passed, you must wait until the following registration period in order to register your child. All payments are due at the time of registration. If payment is not received, students will not be allowed to register for clubs.

Students attending after-school clubs will be expected to follow these regulations:

- Students must be with a teacher or other staff member at all times.
- Students must arrange for their own transportation to and from school.
- Students must abide by the BERGEN-ASCS code of student conduct while participating in the activity.

### **Science Fair**

BERGEN-ASCS organizes a school-wide science fair in each campus every year. Due to our high expectations from our students in science, math and technology, each student is required to complete a research project in one of these areas (individual or group). Failure to do so will result in failing the science class. Students can win trophies or medals in the science fair, or in any other competition or contest in which he/she represents the school. BERGEN-ASCS reserves the right of ownership for any medal or trophy won in the school's name. BERGEN-ASCS also reserves the right to display it.

### **Garden State International Heritage Festival (GSIHF)**

BERGEN-ASCS celebrates our students' heritage and honors the uniqueness of our student body. BERGEN-ASCS intends for our students to broaden their knowledge and absorb the richness of other cultures. The Social Studies Department, Art Department and Music Department of BERGEN-ASCS work collaboratively to give our students a rich experience. All students from BERGEN-ASCS participate in this event in three different ways:

- First, students design a Social Studies project in their classrooms, which highlights the study of a country, its history, and its culture.
- Second, the festival is counted as a field trip where students complete a GSIHF passport.
- Third, students perform in our BERGEN-ASCS Spring Concert.

## **STUDENT ID CARDS**

Student ID cards may be issued to each student. This card allows students to attend school-sponsored functions and the student may be asked to show and use the ID card in order to get breakfast and lunch. If you lose your ID card, go to the main office before or after school to purchase a new one.

## **TEXTBOOK AND SUPPLIES**

BERGEN-ASCS will hold each student's parent/guardian responsible for the condition of the textbook issued at the beginning of the year. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students must return all textbooks and workbooks at the end of the year. Should a student withdraw from the school or be expelled, all textbooks must be returned to BERGEN-ASCS immediately.

Many of the classes will use expendable supplies – from materials to workbooks. Students will be required to pay for these materials. If there is a special circumstance, families should meet with the administration.

**FINAL REPORT CARDS, TRANSCRIPTS AND/OR WITHDRAW FORM WILL NOT BE ISSUED UNTIL ALL TEXTBOOKS ARE RETURNED IN GOOD CONDITION.**

## **VISITORS**

Visitors must sign in with security when they arrive and must present a valid ID. Visitor is then to report to the main office. No visitor is allowed to walk in the school without a visitor pass. Parents must also check in at the front office.

## **ATTENDANCE**

Regular school attendance is essential for the students to make the most of their education. School employees must investigate and report violations of the state compulsory attendance law. Students absent without permission from school or from any class will be considered truant and subject to disciplinary action. To receive credit in a class, a student must attend at least 91 percent of the days the class is offered. The class credit will remain invalid unless the administration finds that the absences are the result of extenuating circumstances, such as:

- An extracurricular activity that has been approved by the District's Board of Trustees.
- A documented health care appointment or medical treatment requiring absence. We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, you must bring a note to the office the day of the absence specifying clearly the time you are to be dismissed. In addition, parents must sign students out of school and you must return to school when finished if classes are still in session.
- A temporary absence resulting from any cause acceptable to the teacher or lead person including personal or family illness; family emergency or death in the immediate family. Morning notification calls must be made to the school each day the child is expected to be absent. Students should bring in an explanatory note when they return. A doctor's note may also be requested for extended illness absences.
- An absence required by state or local officials including welfare, probation or health authorities. The school requires morning notification calls from parents.
- Students will be excused for the purpose of observing a religious holiday consistent with their belief. Documentation from the student's place of worship is required.



- If a student must be absent from school, the student upon returning to school must bring a note **within three days**, signed by the parent, that describes the reason for the absence. Otherwise the absence will be marked unexcused.
- **A student absent for any reason should promptly make up specific assignments missed. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.**

**BERGEN-ASCS has the right to take extreme absence cases to court.**

**Unexcused Absences**

An unexcused absence becomes part of a student’s school record. You will be marked for an unexcused absence if you:

- fail to bring a valid note within three school days following an absence;
- are absent from class without permission - including walking out of class;
- are absent from school without parental permission;
- get a pass to go to a certain place but do not report there, and/or;
- are absent for reasons considered unacceptable to the Administration.

**Truancy**

Truancy means that a student is inexcusably absent from their assigned location without the knowledge of a parent.

- No credit will be recorded for work you missed as a result of truancy;
- A record of the truancy will be entered into your record file;
- A conference with your parents will be held.

**Students who accumulate five consecutive unexcused absences or nine total days within a semester will be considered truant by state law and as a result can be expelled.**

**Tardiness**

In BERGEN-ASCS, there are two types of tardiness: Tardy to school and tardy to class. Learning the responsibility of getting to school and class on time is an integral part of BERGEN-ASCS's standard of excellence.

**If students come after 8:05 a.m.** they will need to get a tardy slip from the front office. Oversleeping, car or traffic problems and other related explanations are all unexcused. Tardiness is excusable by a school official under the following circumstances: 1. Court appointment. 2. Illness of the student 3. Student has a doctor or dentist appointment. A note or phone call from a parent or a professional note from a doctor or dentist will be required to verify the above.

The consequences for repeated tardiness to school within a year are as follows:

The number of tardiness to school	Consequences
Each tardy	1 Demerit Points.
10 <sup>th</sup> tardy	Saturday Detention
15 <sup>th</sup> tardy	A letter sent to parent. 1 Day ISS* and/or Saturday Detention

20 <sup>th</sup> tardy	Parent Conference. 1Day OSS* and/or 1 Day ISS*+Saturday Detention
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\*ISS- In – School Suspension

\*OSS-Out of School Suspension

### CLASS TARDINESS

In our school, instructional time is viewed as a precious resource. **Tardiness is excusable only if a student has a written note from the nurse, a teacher, or an administrator.**

The consequences for repeated tardiness to class within a year are as follows:

The number of tardiness to class	Consequences
Each tardy	1 Demerit Point
8 <sup>th</sup> tardy	Saturday Detention
15 <sup>th</sup> tardy	A letter sent to parent. 1 Day ISS*and/or Saturday Detention
20 <sup>th</sup> tardy	Parent Conference. 1Day OSS* and/or 1 Day ISS and/or Saturday Detention

\*ISS- In – School Suspension

\*OSS-Out of School Suspension

### Dismissal Policy:

Please remember that all rules and policies are in place to keep the students of iLearn Schools safe and to dismiss them in the best way possible. Forward any questions to the Project Coordinator or School Director.

Regular dismissal time is **3:00pm**. Dismissal time for the “Early Dismissal” days is **1:00pm**. Please do not arrive at school before dismissal times unless you have made arrangements to pick up the student early. Parents are expected to pick up their children no later than 3:30pm.

- All students must be picked up by their parents/legal guardians unless they have a walker pass.
- For the parents who cannot pick up their children by 3:15 pm, BERGEN-ASCS provides an After School Program. For the students not being picked up on time, there will be a \$5 charge per student/day.
- After school students must be picked up at 4:15 pm. A charge of \$5 will apply to each after school club student who remains beyond the allotted pick up time.
- BERGEN-ASCS may call the authorities for the students who are still on the campus after 5:00 PM.
- Students walking home will be assigned a walker pass, if requested by parents / legal guardians. BERGEN-ASCS is not responsible for a child who walks home once he or she is off the property of school. If walkers need to wait on campus for any reason, they should ask permission from staff members.

**Dismissal Information Form:** Parents must fill out a form provided by the After School Coordinator about dismissal information of their children. BERGEN-ASCS is not responsible for students who leave the campus without a written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses. Disciplinary action will be

taken for those who leave and come back to campus without having a written permission from an administrator.

### **Early Dismissal of Students from School**

In all instances of early dismissal, the following precautions will be taken to ensure student's safety.

- School administrators may release students before the end of a school day only upon presentation of a written request from their parent or guardian.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his or her behalf.
- Student may be released "on his or her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the hours of dismissal except with the approval of the Lead Person and with the knowledge and approval of your parents or guardian.
- You may not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Lead Person.
- Reminder: Regardless of whether it is a regular or an early-dismissal day, the school building may be closed at 5:30 PM.

### **Unexpected Closing of School**

Weather related or emergency closings of school will be posted on the school website. Local media will be notified.

### **WITHDRAWAL FROM SCHOOL**

When a student must withdraw from PASCs during the school term, he/she will report to the office on the morning of the day he/she leaves. There, the student will receive a withdrawal form that will be taken to each of these teachers for "clearance" showing that the following responsibilities have been fulfilled:

1. Has returned all textbooks and checked out materials
2. Has checked in all assigned equipment;
3. No make-up work due;
4. Fees are paid;
5. Release of student records signed by parent.

The withdrawal form will then be returned to the office for official release. Students going to another school will take with them a copy of the completed withdrawal form that gives grades earned to date in current period.

**A PARENT SIGNATURE MUST BE ON ALL WITHDRAWAL FORMS.**

### **COMMUNICATION**

The administration and staff will use all means (mail, e-mail, phone, etc.) to communicate with the parents. In the event of a change of address, telephone number, or e-mail address, please notify the school office immediately. The school may not be held responsible for lack of communication unless parent contact information is updated regularly. Communication is the key word for success in education.

## **GOING TO and FROM SCHOOL**

On the way to and from school, students should respect the rights, privacy, and property of the community, neighbors, stores etc. and refrain from loitering, trespassing, littering, or creating noise. If needed, the school may take disciplinary action for reports of complaints from the community.

## **PROTECTIVE ORDERS/RESTRAINING ORDERS**

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

## **EMERGENCY PROCEDURES**

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class. Students need to understand and follow these instructions. This is a life and death matter.

# **CODE OF CONDUCT**

BASCS's goal is to help every student fulfill his or her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the BASCS administrators, teachers, staff members and security officers shall not allow the following types of behavior during school, on school property, or at or during any school-sponsored activity.

## EXPECTATIONS

### **Core Values**

Core values are the heart of Bergen ASCS community and represent the school's Code of Conduct. It is expected all students abide by the core values outlined in the School Culture section of this handbook.

## STUDENT CLASSROOM CONDUCT

To foster a positive learning environment, the BERGEN-ASCS administrators and teachers shall not allow the following types of behavior during school, on school property, or during any school-sponsored activity.

Classroom rules in every classroom:

- Be in your assigned seat, ready to work before the tardy bell rings.
- Bring pencils, pens, paper, books, and all assigned materials to class.
- Keep your hands, feet, and objects to yourself.
- Do not engage in behavior that creates classroom distractions.
- Follow directions the first time they are given.
- No gum, food, or drinks are allowed in the building except in designated food service areas.
- Raise your hand before speaking.
- No students may leave class without permission.

Substitute teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers. Homeroom periods are also regarded as class periods in terms of validity and effectiveness of classroom rules.

One or a combination of following consequences for violating daily classroom rules may be implemented:

- Disciplinary Points as part of the Demerit Point System on the Database
- Written Warning
- Teacher option
- Parent contacted
- Referred to Administration for Detention or Suspension

### **Discipline - Positive Reinforcement**

The teacher will reinforce positive behavior through any of these ways.

1. Oral praise from the teacher
2. Pass to assemblies
3. Note to parents
4. Phone call to parents
5. Parties
6. Trips, picnics
7. Personal notes to student
8. Notes accompanying report cards
9. Notes on papers, tests, etc.
10. Field trips

### **Discipline: School-Wide Rules**

Students breaking the following rules will be subject to disciplinary action by school officials.

- Do not bring radios, tape players, tapes, MP3 players, beepers, CD players, virtual pets, games, or any type of electronic equipment. Cellular phones, personal electronic devices or games must not be brought to any classroom, gymnasium, and cafeteria during school hours.
- Students are to always be in assigned supervised areas only.
- Running, pushing, hitting, tripping or shouting are prohibited.
- No swearing whether written or verbal.
- No name calling or bullying.
- Students shall not miss class/classes unless excused by an Administrator, or teacher.
- The use of tobacco, matches, or lighters on or near school grounds is prohibited.
- No displays of affection.
- No touching other students.
- Being insolent, disrespectful and/or argumentative is prohibited.
- All students must follow the student conduct code cited in board policies.
- Eating in hallways and classrooms is prohibited.

**Discipline: Severe Cases-Immediate Office Referral**

Immediate office referral can be warranted when the student does any of the following:

- Commits or threatens to commit physical harm to another student or adult
- Possesses or uses tobacco and/or drugs on or near the school campus
- Possesses a weapon or any object deemed as a weapon
- Removes, damages or destroys property belonging to a student, the school or to a teacher
- Swears, makes rude gestures, cruel teasing or put-downs

If at any time a student's disciplinary record includes five (5) documented disciplinary actions or if serious or unacceptable behavior occurs, the student may be removed from school.

Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of the administration. Lack of participation from a student and/or parent(s) in the process does not preclude action taken by the BASCS administration.

Bergen Arts and Science Charter Middle School prides itself on preparing students to become successful individuals in any area they wish to pursue. To continue BASCS tradition of excellence it is expected that all students will act honorably and approach their academic career with integrity. Academic integrity is the pursuit of scholarly activity in an honest, truthful, and responsible manner. Violating the policy below, to any extent is wrong and a disservice to one's own educational progress, as well as that of others. Violations include, but are not limited to, plagiarism, cheating and unapproved collaboration. The classroom teacher and Curriculum Supervisor is the arbiter as to whether or not a violation has occurred. All members of the BASCS community should be familiar with the following violations and consequences.

## ACADEMIC INTEGRITY POLICY

### Academic Integrity Policy Violations

- **A. Plagiarism:** Plagiarism occurs when individuals attempt to present as their own what has come from another source. Plagiarism takes place whether such use is accidental or deliberate. It is no defense to claim that one has “forgotten” to document ideas or material taken from another source. Examples of plagiarism include, but are not limited to:
  - Using the ideas of another person, in total or part of, whether or not such ideas are paraphrased, from whatever source including oral, print, broadcast, or computer- mediated communication;
  - Knowingly failing to use proper citation for information obtained from print sources or the internet, according to citation criteria specified by the instructor or in cases where instructor guidance is not given, by standard manuals of style (e.g. The Chicago Manual of Style, MLA, APA);
  - Rewriting borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentence;
  - Knowingly presenting borrowed material, whether a phrase, sentence, or whole paragraphs without placing quotation marks around the borrowed material in the approved style;
  - Presenting an assignment as one’s own that has been partially or wholly prepared by another person or business.
  
- **B. Cheating:** Cheating occurs when individuals use course materials, information or devices (e.g., programmable calculator, cell phone, iPad) when such is unauthorized or prohibited. Examples of cheating include, but are not limited to:
  - Communicating information about assessment or assignments verbally or through writing, social media or any forms of technology (ex. texting, Facebook)
  - Having or using unauthorized materials, information or an unauthorized device at an examination, test or quiz;
  - Copying from another student an assignment, paper, lab report, project, homework assignment, assessment or other assignment;
  - Permitting another student to copy from an assignment, paper, lab report, project, homework assignment, assessment or other assignment;
  - Obtaining and/or using an unauthorized examination, test, or quiz prior to its administration;
  - Having another person act as proxy to take an examination, test or quiz or to complete an assignment, paper, computer program, or project.
  
- **C. Unapproved Collaboration:** Certain coursework and assignments such as team projects, papers, and laboratory work may involve collaboration. Unless expressly permitted or prescribed by the faculty member, students shall not engage in collaboration on graded assignments. It is the student's responsibility to ask for clarification from a faculty member to what extent, if at all, collaboration with others is allowed.
  
- **D. Other Violations of Academic Integrity:** Additional violations of academic integrity include, but are not limited to:
  - Incidents of falsification. Falsification occurs when individuals make false statements that mislead others. Examples of falsification include, but are not

limited to: the creation of a false or misleading citation, or the manipulation of data for an academic assignment;

- o Submission of a paper or project to more than one course during the time in which a student is attending BASCS, without the explicit permission from all the instructors involved;
- o Submission of work previously done in another school, whether modified or not, without permission of the instructor.

### **Academic Integrity Policy Consequences**

#### **1<sup>st</sup> Offense:**

- Teacher will conference with the student.
- Student will receive a zero on assignment.
- Student will be given negative discipline points via the school database.

#### **2<sup>nd</sup> Offense:**

- Teacher and Disciplinarian will conference with the student.
- Student will receive a zero on assignment.
- Student will be given negative discipline points via the school database.
- Student will receive afterschool detention.

#### **3<sup>rd</sup> Offense:**

- Teacher and Disciplinarian will conference with the student and parent/guardian.
- Student will receive a zero on assignment.
- Student will be given negative discipline points via the school database.
- Student will receive full day in-school suspension.
- Student will be removed or barred from all afterschool activities including clubs and athletics.

All violations will be cumulative over the school year and are kept in the student's discipline record. Subsequent infractions will be subject to further consequences.

### **UNACCEPTABLE TYPES OF STUDENT BEHAVIOR AND CONSEQUENCES**

As a student at BASCS, you shall not...

#### **I. Fight and Arrange Fights:**

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will be sent home for the remainder of the day and he/she will be noted as absent.

- 1st Offense: Parents/guardian contacted. Up to 3 Day Suspension.
- 2nd Offense: Parents/guardian contacted. Long -Term Suspension and Possible Expulsion.



## **II. Bring Cellular Telephones or Other Electronic Devices:**

Radios, Tape or CD Players, Electronic Games, and/or similar devices are not allowed at school. They disrupt classes and distract others from learning. Students may bring a camera to school with a one-day advance approval notice from the Administrator. Cell phones can only be used outside of school grounds. Students are not allowed to chat or play games with their cell phones or any other electronic devices.

- 1st Offense: Parents/guardian contacted. Confiscation of the devices with retrieval only by parents/guardian along with a \$10 fee. BERGEN-ASCS is not responsible for the confiscated items which are not retrieved one week after confiscation.
- 2nd Offense: Parents/guardian contacted. Up to Two (2) day suspension. Device will be confiscated and device will be given to parent on or after last day of school along with a \$10 fee. BERGEN-ASCS is not responsible for the confiscated items which are not retrieved one week after confiscation.
- 3rd Offense: Parents/guardian contacted. Up to Three (3) day suspension. Possible expulsion.

## **III. Cheat and/or Plagiarism:**

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort is unacceptable conduct.

- See Academic Integrity Policy

## **IV. Abuse and/or Misuse of Computers and Laboratory Equipment:**

Computer hardware and software, and lab equipment are for the benefit of all students. No student may purposefully tamper with the hardware, software, or tools and equipment so that it is inaccessible to other students. Computers and lab equipment are in the school for educational purposes only. Abuse and or misuse of computers also include loading private software, accessing inappropriate sites using school equipment. All science lab equipment and materials are to remain in the lab unless otherwise instructed.

- 1st Offense: Parent/guardian contacted. Up to 2 Day Suspension
- 2nd Offense: Parent/guardian contacted. Up to 3 Day Suspension
- 3rd Offense: Parent/guardian contacted. Recommendation for Expulsion.

*Under supervision, student will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. **Student may have to pay for computer or lab technicians to undo tampering.***

## **V. Disrupt Learning:**

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, making noise, and/or selling or trading personal possessions to other students in class.

- 1st Offense: Parent/guardian contacted. Teacher discretion. Possibility of detention, necessary demerit points, and/or up to 1 Day Suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion including detention, necessary demerit points, and/or up to 2 Day Suspension.
- 3rd Offense: Parent/guardian contacted. Up to 3 Day Suspension + Parent Conference

## **VI. Uniform Violations:**

Students shall come to school in uniform and in line with specific uniform and appearance limitations described in this handbook. Students will not be allowed to attend class until they are in proper attire. All missed work must be made up.

- 1st Offense: Parent/guardian contacted. Student will be sent to the office to fix the violation and/or 5 Demerit Points will be issued.
- 2nd Offense: Parent/guardian contacted. Student will be sent to the office to fix the violation and/or 1 Day ISS and/or 5 Demerit Points will be issued.
- 3rd Offense: Parent/guardian contacted. Student will be sent to the office to fix the violation and/or Up to 3 Day ISS will be issued.
- 4th Offense: Parent/guardian contacted. Student will be sent to the office to fix the violation and Up to 3 Day Suspension with Possible Expulsion.

### **VII. Use Drugs and/or Alcohol and Sale or Intention to Sell Drugs and/or Alcohol:**

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

- Parent/guardian contacted. Contact authorities + Long term suspension with pending expulsion proceedings.

### **VIII. False Fire Alarm**

Issuing a false fire alarm is a violation of State law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense; ranging from fine of \$1,000 to \$10,000 and jail terms. Making false 911 calls is also violation of the State Law. Any student who issues a false call is subject to prosecution by legal authorities. There will be a \$100 dollar fine for each false call.

- Parent/guardian contacted. 3 Day Suspension. Recommendation for Expulsion. Restitution for any damage. Possible prosecution by legal authorities.

### **IX. Forgery**

Any attempt by a student to sign a teacher's, administrators, parent's/guardian's, or student's name to any school document is considered forgery:

- 1st Offense: Parent/guardian contacted. 2 Day Suspension
- 2nd Offense: Parent/guardian contacted. 3 Day Suspension
- 3rd Offense: Parent/guardian contacted. Recommendation for Expulsion

### **X. Gamble and Play Cards**

Gambling includes but is not limited to card playing, dice shooting and sports pools and involves the transfer of money or personal belongings or assistance from one person to another.

- 1st Offense: Parent/guardian contacted. Up to 2 Day Suspension and confiscation of the card(s), dice etc. with retrieval only by parents/guardians.
- 2nd Offense: Parent/guardian contacted. Up to 3 Day Suspension. Card(s) will be confiscated and they will be given to parent only on or after last day of school.
- 3rd Offense: Parent/guardian contacted. 3 Day Suspension. Recommendation for Expulsion

#### **XI. Bring Inappropriate Materials**

Pornographic, criminal, or hate related.

- 1st Offense: Parent/guardian contacted. 3 Day Suspension.
- 2nd Offense: Parent/guardian contacted. Recommendation for Expulsion

#### **XII. Harass another Student and/or a Teacher, Administrator, or Staff Member**

Harassment means making unwelcome advances or any form of improper physical contact, gesture or sexual remark and any speech, written communication or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal Law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. If harassment occurs as a "joke" the student will experience consequence of his/her behavior.

- Parent/guardian contacted. Potential Anti-Bullying Case pending on administrative discretion with a recommendation for suspension and other disciplinary actions. Possible Expulsion. Possible Prosecution.

#### **XIII. Disrespect to Staff or Using Inappropriate Language and Behavior**

Includes responding to staff in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not answering when asked a question, or talking back):

- 1st Offense: Parent/guardian contacted. Demerit Points and/or Up to 2 Day Suspension.
- 2nd Offense: Parent/guardian contacted. Up to 2 Day Suspension.
- 3rd Offense: Parent/guardian contacted. 3 Day Suspension. Possible Expulsion.

#### **XIV. Smoke or Use of Other Tobacco Products and/or Bring Such Products to School**

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy:

- 1st Offense: Parent/guardian contacted. Possible Expulsion.
- 2nd Offense: Parent/guardian contacted. Possible Expulsion

#### **XV. Steal and/or Vandalize Private Property**

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on

school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property. Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

- 1st Offense: Parent/guardian contacted. Up to 2 Day Suspension.
- 2nd Offense: Parent/guardian contacted. Up to 3 Day Suspension. Restitution if required. Possible Expulsion. Police report filed.

#### **XVI. Display Threatening Behavior**

Threatening behavior can include verbal threats, both face to face, over electronic media (phone and/or computers), handwritten notes, and/or non-verbal threats, including “hard” stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

- 1st Offense: Parent/guardian contacted. Possible HIB Investigation and/or 1 Day Suspension
- 2nd Offense: Parent/guardian contacted. Possible HIB Investigation and/or Three Day Suspension
- 3rd Offense: Parent/guardian contacted. Possible HIB Investigation and/or Possible Expulsion.

#### **XVII. Truant**

Truancy means being inexcusably absent from school or class without the knowledge of a parent. Habitual truancy by law means a student has accumulated five (5) consecutive days or nine (9) total days of absence in one semester. There are school and legal penalties that accompany truancy; in all cases a truant officer may be contacted and consulted.

- Offense: Parent/guardian contacted. Administrative discretion on full range of disciplinary measures including expulsion from the school.

#### **XVIII. Bring Any Kind of Weapon to School**

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, stink bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

- Consequence: Parent/guardian contacted. 3 Day Suspension with a recommendation for Expulsion. Possible Prosecution.

#### **XIX. Possession or Use of Fireworks**

Using or possessing any amusement device, smoke bomb, etc.

- 1st Offense: Parent/guardian contacted. Administrative discretion. 2 Day Suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to 3 Day Suspension. Possible Expulsion

## **XX. Gang and Secret Society Symbols**

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs. Students cannot promise to or be members of a gang, secret society, illegal club, sorority or fraternity.

- 1st Offense: Parent/guardian contacted. Administrative discretion. Up to 2 day suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.
- 3rd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion.

## **XXI. Possession of Stolen Property**

Having in one's possession property obtained without permission of the owner

- 1st Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.
- 2nd Offense: Parent/guardian contacted. Up to three (3) day suspension. Administrative discretion. Possible expulsion.

## **XXII. Arson**

Intentionally starting any fire or combustion on school property,

- 1st Offense: Parent/guardian contacted. Administrative discretion. Psychiatric Evaluation + Possible expulsion.

## **XXIII. Public Display of Affection**

Inappropriate behaviors of affection, which are not for public places such as kissing, hugging, physical contact, etc.

- 1st Offense: Parent/guardian contacted. Conference with student. Up to 2 day in school suspension
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion

## **XXIV. Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules**

- 1st Offense: Parent/guardian contacted. Administrative discretion. Saturday Detention.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.
- 3rd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

## **XXV. Leaving Campus Without Permission**

Leaving campus without prior consent and authorization from school administration.

- 1st Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension.
- 2nd Offense: Parent/Guardian contacted. Possible expulsion.

## **XXVI. Bus Misconduct**

Failure to comply with rules of bus safety or disturbing others.

- 1st Offense: Parent/Guardian contacted. Up to Two (2) day out of school suspension.
- 2nd Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

### **HARASSMENT, INTIMIDATION, AND BULLYING**

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, a gesture, written, verbal or physical act.

- 1st Offense: Parent/guardian contacted. Up to 3 days suspension and/or other disciplinary action decided by the board.
- 2nd Offense: Parent/guardian contacted. Up to 3 days suspension and/or other disciplinary action decided by the board.
- 3rd Offense: Parent/guardian contacted. Possible expulsion

### **STUDENT PROBATION**

Students on Student Probation:

- May not participate in any Dress Down Days
- May not participate in any After School Activities (Sports, Clubs, Dances, etc.) except approved tutoring
- May not participate in any Field Trips except approved by an Administrator
- May not remain in the school building after Dismissal unless approved by an Administrator
- Any disciplinary incident that the student is involved in may also result in a one (1) day in-school suspension.

### **TYPES OF CONSEQUENCES**

#### **A. Detention**

Detention may be held on each day during school for up to eight (8) hours. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted for this.

There are two types of detentions: After school and Saturday detentions.

#### **Detention (After School)**

1. Students will bring materials to work on. (Homework, books to read from the Library, only school acceptable materials permitted.) Classroom materials may be sent by teacher.
2. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.

3. Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
4. Any student assigned to the detention room must sit the time. Students refusing to sit their time will be suspended from school.
5. Detention time will be assigned within 24 hours of the Administrator meeting with the student. This allows the parent time to make transportation arrangements.
6. Note: Students placed on after school detention will not be permitted to participate in any extra-curricular activities that day.
7. If a student arrives to detention room 5 minutes after designated time without confirmed excuse, the student will not be allowed into detention room, and the miss will be considered unexcused. This will result in one day out of school suspension, and redo the detention.
8. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.
9. Failure to follow After School Detention Rules may result in one day School Suspension.

### **Saturday Detention**

Written notification of a Saturday detention is sent home with the student. This notification lists the cause for and date of the detention. The only acceptable excuse for not attending a Saturday detention is a verified (doctor's note) illness of the student.

1. Saturday Detention will be held 9:00 a.m. to 12:00 p.m. in the cafeteria at designated school. The doors will be open at 8:45 am.
2. Parents are expected to provide transportation to and from detention, and students are required to wear their school uniforms.
3. BERGEN-ASCS is not responsible for the students who are left after 12:30 PM. In case of unexpected situations, please call the school's office to notify us of your lateness.
4. Should a student arrive late for a Saturday Detention without a note for an "emergency excusal," he/she will be assigned 1 day in-school-suspension plus attend the next scheduled Saturday Detention. A second late arrival to an assigned Saturday Detention will result in out-of-school suspension beginning on the following Monday, plus attendance at the next Saturday Detention.
5. Students may be asked to bring appropriate materials with which to work.
6. There are no radios, food, beverage, candy, comic books, etc. allowed in the Saturday Detention School.
7. Students will be expected to work the entire time while there. Any student not working will be removed from the detention and referred to the Administrator. Parent will be notified regarding the infraction immediately.
8. No student is permitted to sleep during Saturday Detention.
9. Any student acting disruptively will be removed from the Saturday Detention and be referred to the Administrator for further disciplinary action.
10. If an emergency arises and the student cannot attend, the parent must contact the Administrator at the designated school. If the reasons are acceptable, the detention will be rescheduled.
11. If a student does not participate in scheduled Saturday detention without any confirmed excuse, the student will receive 1 day out of school suspension plus attendance at the next scheduled Saturday detention.
12. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.

13. Failure to follow Saturday Detention rules may result in 1 day out of school suspension plus attendance at the next scheduled Saturday Detention.

## **B. Suspensions**

BERGEN-ASCS will use two kinds of suspension: In school suspension and out of school suspension.

### **In School Suspension**

1. Report to the In School Suspension room at 8:00 A.M. If you come after 8:05 you will be count as absent. In school suspension will be run from 8am to 3pm.
2. Students will bring materials to work on. Students are to bring IN-SCHOOL SUSPENSION ASSIGNMENT LIST with teacher's name, subject, and assignments. It is the student's responsibility to go and ask the teachers for assignment.
3. Students must sign the sign in paper when they report to the detention room. They must sign the paper when the suspension is over. Without Administrator permission, a student cannot go out of detention room. Students are to keep clean the detention room.
4. Students will not be permitted to go their lockers. All materials must be brought to the room when reporting.
5. Students will not be permitted to go to lunch. They will have their lunch in detention room.
6. Suspension will be assigned within 24 hours of the Administrator meeting with the student.
7. No disruptive behavior will be allowed.
8. Unexcused absences will be referred to the Administrator.
9. No food, drinks, gum or illegal substances allowed.
10. No visits by parents, relatives or other students.
11. Sleeping is prohibited.
12. Students are responsible for lost, stolen or damaged items.
13. Student Handbook rules apply.
14. No physical contact of any kind between participants
15. If a student does not attend scheduled In School Suspension without any confirmed excuse, then the student will have 1 day out of school suspension and attend rescheduled In School Suspension. If it occurs again, it may require expulsion from the school.
16. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.
17. Failure to comply with the rules will be reported to the Administrator for further action. This further action may be up to 3 day school suspension.

### **Out of School Suspension**

Notice of Suspension and the reasons for the suspension will be given to the student by the Administrator after the discipline committee meeting.

You and your parent/ guardian may appeal a suspension within two (2) school days of the suspension being issued. This appeal must be in writing and be made to the Lead Person. Consequences will not be deferred pending the outcome of an appeal.

Lead Person will make the decision within 2 school days after the appeal made. Lead Person's decision is final.



1. A student who is suspended from the school is not allowed on school property.
2. A students who is suspended from the school is not allowed to attend after school activities.
3. A student who is suspended is responsible for all make-up work missed.
4. Parents or guardians of the student will be notified in advance of dates of suspension.
5. If the incidence is severe, then Lead Person or Administrator may keep the student in detention room, until parents are notified and pick up the student.
6. Some suspensions may be extended, if further evidence is revealed. In such a case, parents or guardians will be notified either by phone or by mail.
7. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.
8. Failure to follow School Suspension Rules may result in extra disciplinary action.

### **C. Expulsion**

Grounds for expulsion will include, but not be limited to:

1. Assault, assault and battery or threat thereof to any school personnel, other student or visitor while on school property, including buses, or at any school sponsored activity
2. False alarm, including fire, bomb threats, etc.
3. Use or possession of alcoholic beverages or illegal narcotics or drugs
4. Disruption of school by use of violence, force, coercion, threat, or disorderly conduct (This shall include the use of same to incite others toward acts of disruption.)
5. Arson or attempted arson to any school building or property
6. Repeated offenses of flagrant violations where suspension is normally considered appropriate
7. Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.
8. Receiving a total of 100 DPS points within a year.

### **DUE PROCESS**

All students at BERGEN-ASCS are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the "Unacceptable Types of Student Behaviors" listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at BERGEN-ASCS have the right to feel that they are physically, emotionally, and intellectually safe.

Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible;

Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible.

## IMPORTANT NOTE

It is the school's responsibility to publish the student handbook on the school website. During open house, a copy of the student handbook will be provided to each parent. Copies will also be available in the front office. It is important that each student attending BASCS and their parents have read, understood, and agreed with the content of the student handbook

BASCS reserves the rights to delete, add, and amend any changes to this handbook. Any changes to this handbook will be posted on the school web page.



## STUDENT CONDUCT CONTRACT

Student Name: \_\_\_\_\_

Grade/Section: \_\_\_\_\_

All of you have elected to apply to BERGEN-ASCS, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of our community. We ask each of you to carefully read over and sign the student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn and develop.

### **Student Contract**

(MUST BE RETURNED TO HOMEROOM TEACHER)

As a student of BERGEN-ASCS, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- I will speak to others respectfully, not using profanity or uncomplimentary names.

- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period. I will not leave the school ground without the permission of the Lead Person.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will walk in the halls.
- I will not eat or drink in classrooms, and in the hallways
- I will follow the dress code and arrive at school in my uniform.
- I will not participate in any behavior banned by the school.
- I agree to follow all requirements of the BERGEN-ASCS Student Handbook.
- I agree to follow the Student Code of Conduct.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_